Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100050068-8

REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS&T-OSA-61-3

1. TITLE OF REPORT (If a fill-in report include Form No.)

Commanders Report (Field Units)

2. TYPE OF REPORT: [ ] STATISTICAL [X] NARRATIVE [ ] MACHINE-MADE LISTING

3. FUNCTIONAL AREA: [X] PERSONNEL [X] TRAINING [X] ADMIN. GENERAL [X] LOGISTICS [X] SECURITY [X] MEDICAL [X] FINANCE [ ] OTHER (Specify)

4. NO. OF COPIES PREPARED: 5

5. FREQUENCY (weekly, monthly, quarterly, etc.): Monthly

6. DISTRIBUTION (No. of components not number of copies): OSA internal/10

7. FORMAT (memorandum, form, computer print-out, etc.): Memorandum

8. ADP PROCESSING: [ ] YES [X] NO — IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: Project Hqs. Directive [redacted] STAT

10. PREPARING COMPONENT (Include lowest level contributing information to report): Unit Sections

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.): N/A

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-14	10.39		10		103.90		12		$1,246.80
GS-15	12.10		10		121.00		24		2,904.00
GS-15	12.10		10		121,00		24		2,904.00

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR: $7,054.80

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in Item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Reports started approximately 1951. Reports requirement established by D/O.

14. FUTURE GOALS

ACTION PROPOSED BY COMPONENT FOR THIS REPORT: [X] RETAIN AS IS [ ] CHANGE [ ] DISCONTINUE [ ] OTHER (explain)

ESTIMATED SAVINGS: MAN-HOURS | DOLLARS STAT

15. DATE OF INVENTORY: 14 Oct. 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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STAT

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FORM 7-62